

Clerical and Office Branch
Cultural Group
Museum Series

MUSEUM EVENT COORDINATOR

1/98 (SAC)

Summary

Under general supervision, coordinate special events, oversee facility rental program, and provide administrative support related to development of museum grants, membership, donor and public relations.

Typical Duties

Plan and organize special events and programs to enhance the image of the Museum and promote its activities. Involves: conferring with other department staff to establish scope and quality of assistance needed for events; arranging for staff, equipment or services necessary to execute events; writing copy for programs, newsletters, press releases or similar promotional materials; monitoring events in progress and resolving problems that arise during events; managing event promotional budget; compiling monthly event calendar and event assignments.

Oversee facility rental program. Involves: maintaining schedule of rentals to determine availability of facilities for bookings; meeting with representatives of event organizers and promoters to develop and implement proposals; conducting tours of facility and explaining available facilities and associated costs; responding to requests for facility use by coordinating contract preparation with Legal Department; maintaining other rental-related documentation.

Assist with membership, grants, donor relations or similar museum development activities. Involves: participating in researching and developing new projects and programs to expand membership and fundraising; maintaining accurate up to date membership and donor information in personal computer; generating membership lists and monthly renewal notices; assuring confidentiality of donor records; attending meetings to represent the museum and promote museums activities, actions and accomplishments to broad based audiences.

Perform related administrative duties as required. Involves: training and directing temporary or volunteer staff; requesting security from contract agencies, as assigned; substituting, if assigned, for coworkers during temporary absences by performing specified duties and responsibilities essential to maintaining continuity of operations; preparing correspondence and reports.

Minimum Qualifications

Training and Experience: Completion of an Associates Degree in Business Administration, Art Administration, Marketing or a closely related field and two (2) years of public relations, including large scale event planning experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of: public relations practices and procedures; practices and procedures of event planning and preparation; administrative practices and procedures. Some knowledge of: research methods; contract preparation techniques.

Ability to: plan and coordinate promotional activities; read and understand contract agreements; establish and maintain effective working relationships with fellow employees, private and governmental funding organizations and their representatives, the media, officials and the general public; communicate effectively, both orally and in writing; maintain records and prepare reports.

Skill in: safe use and care of personal computer or network work station, including word processing, database and spreadsheet software programs.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent license issued by another state.

Director of Personnel

Department Head